

RECORD OF MODIFICATION

INSTRUCTIONS: This form is required anytime there are deviations in the field from, or modifications are made to any of the following documents: Sampling and Analysis Plan (SAP), Quality Assurance Project Plan (QAPP) Site-Specific Health and Safety Plan (Site HASP), and Standard Operating Procedures (SOPs). If deviations/modifications are made to multiple documents, complete a separate Record of Modification Form for each document.

Requestor:

Title:

Name of Site/Field Event:

Date of Modification:

Modified Document (Provide Title and Document Number, if applicable):

What was the modification?

Justification or Reason for the Modification:

Technical Review/Approval: _____ **Date:** _____

EPA Review/Approval: _____ **Date:** _____

The original Record of Modification form is made as an attachment to the Sampling Activities Report (SAR) and a copy is sent to all individuals in the List of People to Notify.
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(RPM or designee)

List of People to Notify:

Name	Title	Agency	Email Address

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